

City of Chattanooga, TN
Personnel Class Specification

Class code 0450

FLSA: Exempt

CLASSIFICATION TITLE: ADMINISTRATOR, PUBLIC WORKS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial work functions associated with administering city public works services, ensuring provision of essential city services, and ensuring infrastructure maintenance.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Directs operations of the Public Works Department, including activities pertaining to roads, drainage, solid waste, waste resources, codes/inspections, engineering, and traffic management.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures departmental adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; monitors safety, accident, and medical support programs.

Consults with assigned staff to review status of work, identify work requirements, resolve problems, and implement changes; assists with complex or problem situations; provides direction, advice, and technical expertise.

Consults with mayor, city council, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Communicates with other departments, consultants, contractors, vendors, state department of transportation, outside agencies, civic organizations, the public, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Coordinates department activities with other departments, contractors, outside agencies, or others as needed.

Coordinates department projects and activities; organizes and prioritizes department workload; monitors status of work in progress; inspects completed work.

Manages department budget; approves operating and capital budget requests for submission to mayor; administers approved budget and monitors expenditures; reviews and approves/disapproves requests for supplies, equipment, services, and minor refunds.

Requests city council approval for ordinances, resolutions, major purchases, and refunds; requests and recommends temporary and permanent additions to staff.

Develops long and short term goals for the department; establishes department organizational structure; establishes department goals and guidelines for provision of services; determines future needs; assists in formulating city support policies.

Supports city/county emergency preparedness operations.

Processes various personnel actions; reviews, revises, and approves/disapproves recommendations for promotions, transfers, demotions, hires, and terminations; reviews and rates performance of staff members; interviews candidates for employment and makes hiring recommendations; develops and/or approves job descriptions; participates in employee grievance appeals; coordinates training activities for department staff.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, budget requests, schedules, performance appraisals, study reports, position papers, or other documents.

Receives various forms, reports, correspondence, schedules, vouchers, shipping releases, budget requests, budget reports, performance appraisals, job descriptions, vacation requests, overtime requests, organizational charts, engineering drawings, contracts, specifications, maps, directories, policies, codes, ordinances, resolutions, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, time management, e-mail, or other software programs.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Coordinates public relations activities; attends public meetings and participates in public functions; provides department responses to public requests for service; communicates information to the public the media, and community organizations.

Attends meetings; serves on committees as needed; makes speeches or presentations.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Lobbies at the state and national level as needed.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in Civil Engineering with Master's level course work in the field; Master's degree strongly preferred; supplemented by six (6) to nine (9) years previous experience and/or training that includes progressively responsible management in civil engineering or traffic engineering; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a Tennessee Driver's License. Possession and maintenance of a Tennessee Professional Engineering License preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.